

S. SAFETY/DISASTER POLICY

1. Emergency Medical Situations

- a. If the person is conscious, offer help and try to get identification if patron is not known.
- b. Remain calm, supportive, sympathetic, and see that the person is comfortable.
- c. Keep other people away.
- d. Call 911 and direct rescue squad to the individual needing attention. A person who wishes to leave the library, obviously not well, cannot be stopped by a staff member.

2. Power Outage

- a. Remain calm.
- b. Provide assistance to visitors.
- c. If needed, secure flashlight from office.
- d. If it is dark outside and the power is off for more than 15 minutes, the staff may politely ask visitors to leave the library and close the facility.

3. Inclement Weather

- a. In situations where threatening weather is indicated, the staff should turn on the radio to monitor the weather situation. This will enable the staff to keep track of the changing weather conditions.
- b. In the case of a **tornado watch**, the weather conditions are favorable for a tornado. As a courtesy, the library staff should inform the patrons of the weather situation. Care should be taken to listen for the tornado siren and to the local radio station for the possibility of a tornado warning.
- c. In the case of a **tornado warning**, a tornado has been sighted in our area, and we are being advised to take cover. The tornado siren is usually sounded and the local radio stations, as well as the weather alert, will announce the warning. The library staff should immediately move everyone in the building into the library rest rooms. It is very important to move away from the main area of the library. This is primarily because of the possibility of flying glass. It is also advisable to take a portable radio with, to hear the weather reports. The staff should remain in the meeting room until the warning is over.

4. Explosion

Leaking gas or motor vehicles could be the cause of life-endangering explosions.

- a. Crawl under a table or desk – be prepared for possible further explosions
- b. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
- c. Evacuate the building if possible – open doors carefully watching for

- falling objects
- d. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.)
- e. Do not use matches or lighters.
- f. Avoid using telephones in building – go to city hall or the police station for help if possible. Call 911 using a cell phone once you are safely away from the building.

5. Fire

Staff will follow fire safety procedures

- a. Calmly request all patrons leave the library through either exit doors. Check to see if someone might be in the restroom, study rooms or meeting room.
- b. Call 911 and report the fire.
- c. Disconnect electrical equipment that is on fire if it is safe to do so. Pull the plug or throw the circuit breaker.
- d. If the fire is small, staff may attempt to put it out with a fire extinguisher if they have been properly trained.
- e. Never allow the fire to come between you and the exit.
- f. Staff must not jeopardize their own personal safety.
- g. Once out of the building move away from the structure.

6. Threats

If a staff member receives a threatening telephone call, the following steps should be followed:

- a. Remain calm and listen carefully. Be polite.
 - b. If possible, write a note to a colleague to call the police on an alternate phone.
 - c. After the threat has been made, write down as many details as you can remember to provide to police interviewers.
 - d. Evacuate the premises if deemed necessary.
 - e. Report the threat to the police if this has not already been done.
- In case of a receipt of a letter or suspicious parcel or discovers a suspicious object somewhere on the premises these steps should be followed:
- 1. Do not allow anyone to handle object or go near it.
 - 2. Evacuate patrons from the building
 - 3. Call 911
 - 4. Promptly write down everything you can remember about receiving the letter or parcel, or finding the object needed for police interview.

7. Salvage Priorities

In the event of a large-scale emergency, local history materials will receive the

first priority for attempts of salvaging.

Assess the Damage

- a. Determine environmental conditions indoors and/or outdoors? Staff should not enter the facility until given clearance by professionals.
- b. Estimate how much material was affected? Take notes, pictures or video of damage. Determine where the material started out, what is its condition, and where did the material end up.
- c. Determine what kinds of paper are involved. Coated or uncoated?
- d. Determine what types of media are affected. Photos, magnetic, paper, etc.?
- e. Determine what kind of damage is involved.
- f. Determine the value of the material. Historical or artifactual?
- g. If freezer space is available, temporary freezing wet materials within the first 48 hours will be the first choice of salvaging materials as this prevents mold growth and buys time to make informed decisions regarding recovery.